

## APPENDIX-II

### APPLICATION FORM FOR EMPANELMENT AS RECOVERY AGENT

Latest photograph  
(Self-attested)

1.	Name	
2.	Address	
3.	Constitution (Prop. /Partnership/ Pvt. Ltd. Co. etc)	
4.	Name(s) of key Person(s)	
5.	Contact No. (s) (Fax, Phone & Mobile)	
6.	E-mail Address	
7(a)	Details of passing certificates as Recovery/ resolution Agents including of IIBF examination by key persons (enclose copy)	
7(b)	Details of IIBF examination passed by other employees of the agency (enclose copy)	
8.	Area of operation (Mention specifically exposure in Rural & Semi-urban areas)	
9.	Institutions empaneled with	
10.	Details of past experience (Mention specifically exposure in Rural & Semi-urban areas)	
11.	Recovery made in last 2 years (for SBI & other banks separately) (Enclose separate sheet mentioning therein name of the Branch, Borrower, date of allotment, recovered amount & date of recovery)	
12.	Details of special achievement, if any (i.e. Enforcement / Auction/ Sale of properties)	

Place:

Date:

Signature:  
Letters)

(Name in Capital

- Certificate of Incorporation, MOA & AOA, commencement of business or partnership deed etc. should be submitted along with Application.
- Name and Particulars of employees should be submitted as attachment.
- Copy of the Certificate to be submitted along with the Application. If applicant is a Partnership Firm, all Partners to have successfully completed the Exam.
- Copy of Empanelment letter from Banks/FI to be attached along with the Application.